

Cofield Community Building

Rental and Clean-Up Agreement

I understand that I must be present at the beginning of the rental time, and must be present at the end of the rental time for inspection. I agree to walk facility including restrooms with facility staff prior to and after event to review any current or new damage to facility, which may have occurred during my rental.

The following requirements are asked of me:

- You are responsible for all your guests, sponsors and caterers behavior and actions. You agree to pay for all damages to any property, equipment or buildings of the Cofield facility and surrounding property caused by you, your guests, sponsors or caterers, etc.
- You are responsible for the cleanup and condition in which you leave the facility. In cases where indoor and outdoor property has been damaged or abused beyond normal wear, you will be billed for all damage and additional cleanup.
- Wipe and clean all tables, chairs, bar areas, used during your event.
- Removing and disposing of all decorative material including outdoor signage.
- Sweeping the facility floors.
- Spot mopping facility dance floor, game area and restrooms to remove debris and spills.
- Removing all litter from facility area. Bagging and carrying trash to dumpsters.
- You are responsible for ensuring that the restroom areas are clean and that no materials are left on the floor, or graffiti on restroom stalls or walls.
- If a caterer is being utilized, the applicant is responsible for ensuring that the caterer is advised of the necessary cleaning requirements.
- No furniture, dishes, food, beverages or decorations may be left in the facility overnight.
- Only masking tape is permitted. Use of tacks, nails, pins, scotch tape, duct tape, or staples is PROHIBITED.
- Smoke or mist machines are prohibited in the Cofield Community Building and all City facilities.
- Absolutely no confetti, glitter, sequins, rice or birdseed allowed in the Cofield Community Building or any City facility.
- Parking availability is not guaranteed and on occasion may be quite limited.
- Lit candles, lanterns or open flames are NOT allowed in the Cofield Community Building or any City facility (except birthday cake candles).
- If for any reason the Borger Police Department is called you will forfeit the full deposit.
- No glass bottles are permitted in or around the Cofield facility in the park or parking lot.
- You are personally responsible for and will reimburse the City of Borger, Cofield Community Building, for any damage to the facility, parking lot and immediately surrounding areas including furniture or equipment.
- You are responsible to take all necessary precautions to maintain a safe environment for the planned activity to ensure there is no misconduct.

I understand that failure to comply with this agreement may lead to losing portions and/or all of my rental deposit, which in some case may exceed the deposit amount. I have read and understand the cleaning requirements of the Cofield Community Building. I further understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, such as caterers, etc., I still have the ultimate responsibility to return the facility to its original rental conditions.

Applicant's Signature: _____ **Date:** _____